

<b>DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION</b>	<b>TEMPORARY CASH ASSISTANCE MANUAL</b>	
<b>INTERIM CHANGES 213</b>	<b>COMAR 07.03.03.18</b>	<b>INTERIM CHANGES</b>

### **213.1 Requirements**

- A. Customers must report changes that affect eligibility or the amount of the benefit within 10 days of the change, except:
  - The customer must notify the Family Investment case manager within 5 days of knowing that a child will be absent from the home for more than 180 days
- B. Changes that occur during the certification period are interim changes (IC)
- C. The customer must report changes in:
  1. Household size and family composition
    - a. Additional household members, including newborns and others moving into the household
    - b. Individuals who leave the family
    - c. Children age 16 and older and minor parents of any age who drop out of school
  2. Address
  3. Unearned income
    - a. Date benefits started or stopped
    - b. Benefit increase or decrease
    - c. Gambling (including lottery) winnings or other lump sums
  5. Earned income:
    - a. Full-time to part-time or part-time to full-time or other changes in number of hours worked
    - b. New employment
    - c. Loss of a job
    - d. Changing from one job to another
    - e. Rate of pay
    - f. Child care expenses
- D. Customers must report changes in earned income within 10 days of receiving the first pay that reflects the change.

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- E. If earnings are for piecework, customers must report when the gross amount increases or decreases by more than \$100 per month.
- F. Customers may report changes: in person, by telephone, mail, fax and myDHR or other electronic means or they can have a representative report the change for them.

### 213.2 Case manager action on changes

- A. When the change will increase the grant, case managers make the effective date the month following the month in which the change occurred
  - 1. If the customer reports the change after the month in which it occurred, make the grant increase effective the month following the month it is reported
  - 2. Supplemental grants are needed only when the case manager is not able to make the change effective for the following month
  - 3. Do not give a supplement for the month in which the change is reported, except when the customer reports adding someone to the household (See additional information in Section 213.5 and 213.7)
- B. When the change will decrease the grant, the effective date of the grant change is:
  - 1. The month following the month in which the change occurred, and
  - 2. No later than the second subsequent month following the month in which the change occurred
    - This delay occurs when the adverse action period expires during the month following the month the change occurred

**Example 1:** On May 12, Ms. Margaret reports the oldest of her three children moved out of the household. The case manager completes the action in CARES to reduce the household size and sends a system generated adverse action notice on May 16. The 10-day adverse action period ends on May 26 and the reduction in the household size takes effect on June 1.

**Example 2:** On May 25<sup>th</sup> Ms. Jess reports that she got a job on May 5<sup>th</sup> and had received her first pay. On May 27<sup>th</sup> the case manager adds the income change to the CARES system and sends the system generated adverse action notice. The 10-day adverse action period ends on June 7. Ms. Jess's benefits are not reduced until July because the adverse action period expires in the second subsequent month.



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- C. The case manager always evaluates continuing Food Supplement Program eligibility and assists the customer with reporting the change in the Maryland Health Connection if the change causes an individual or an entire family to be ineligible for TCA
- D. Give the customer the opportunity to complete an application to register to vote:
  - 1. When a change is reported
  - 2. When a change of address is reported by mail
- J. Treat a case transfer as an interim change

**Note:** If the customer wants to continue to receive benefits pending an appeal, the grant is not changed, if the appeal is filed 10 or fewer days after the Notice of Adverse Action (NOAA). If the local department's decision is upheld at the appeal hearing, the change is effective the month following the appeal decision.

#### **213.3 Calculate an overpayment when:**

- A. The customer does not report a change timely
- B. The local department does not act on the change in a timely manner, or
- C. The local department's decision was upheld on appeal and the customer received benefits pending the appeal decision

#### **213.4 Anticipated changes**

- A. Create a **745 Alert** when changes that affect eligibility or the benefit amount are anticipated
- B. Some examples are the:
  - 1. Expected child - set alert for the Expected Date of Delivery
  - 2. High school graduation of a child age 16 and older – set an alert for the month of graduation
  - 3. Projected end of a work program assignment – set an alert for the month program ends
- C. Contact the customer to confirm that the anticipated change actually occurred before taking action

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### 213.5 Adding a Person to the Assistance Unit

- A. A customer can report changes in the number of people in the assistance unit in the same manner that other changes are reported: in person, by mail, by fax, myDHR or other electronic method or by having a representative report the information.
- B. Add a person without income to the grant the month the change is reported
  - ◆ Increase the regular allotment for the Food Supplement Program (FSP) issued 10 days after the change is reported, but no later than the month following the month the change is reported
- C. Adding a person with income may cause an increase or decrease in the grant
  1. Make the TCA grant change effective the month following the change, but no later than the second subsequent month, depending on whether an adverse action notice is required, or if required, when it expires
  2. Follow the TCA requirements to change the FSP.
  3. Add the person to CARES and finalize the case, then add the income

### 213.6 Individuals Convicted of a Drug Felony

- A. Individuals being added to an active case are treated as applicants
  - Adults and minor parents added to the assistance unit must be screened by the addictions specialist for substance use
  - Applicants who are convicted of a drug kingpin or volume dealer drug felony must comply with drug testing and the SATS requirements for 2 years from the date of application.
- B. When a recipient has been convicted of a drug kingpin or volume dealer drug felony after August 22, 1996, the recipient is ineligible for TCA for one year from the date of conviction.

See Section 700 Substance Abuse for additional information



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### 213.7 Newborns

Adding an infant to the TCA case in the month after its birth is reported negatively affects the Work Participation Rate (WPR). When an infant is added to the case the month after the customer reports the change, CARES counts the mother of the child as mandatory for the WPR in the month the infant was born, when she may be exempt. This is why the baby should be added for the month it is born.

- A. Customers may report the birth of a newborn in any of the usual change reporting methods.
1. When a baby is born in a Maryland hospital, a Social Security Number (SSN) is automatically applied for.
    - The social security number should be available from the customer by the next recertification or no later than 6 months from the date of birth
    - Set an alert for the sixth month to check for the infant's SSN
  2. The parent or caretaker relative must assign the right to any child support collected on behalf of the newborn child over to the State in return for TCA benefits.
  3. The case manager obtains as much information as possible about the non-custodial parent of the newborn, when adding the child to the assistance unit.
  4. The case manager reviews existing non-custodial parent information and links the newborn to his or her non-custodial parent when the non-custodial parent is known to CARES.
    - Case managers must make sure to review the CARES APID screens and the Child Support screens and match the correct non-custodial parent's name and CARES ID.
    - Matching the correct non-custodial parent ensures that the added child will link to the Child Support case for the existing children.
  5. Create new non-custodial parent screens in CARES if the absent parent is not known to the system.
  6. If the custodial parent of the newborn is a minor, the minor parent must sign the **Form 1176** and be screened for substance abuse

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- B. An automated interface between the hospitals and the Department of Health and Mental Hygiene (DHMH) adds babies born to TCA mothers to the Medical Assistance household within a day of receiving notification from the hospital
  - The case manager should check MMIS to verify the newborn's birth and identity
- C. DHMH sends the local departments **Form 1184**, which provides information about the newborn, for each child born to mothers on Medical Assistance
  - 1. The customer may have reported the child's birth and the case manager already completed the appropriate action before the **1184** is received and no action is required upon receipt of the form
  - 2. If an **1184** is received for a child born to a TCA mother and the child's birth has not been reported, add the newborn to the TCA case from the date of its birth, if all other factors of eligibility are met.

### 213.8 Case transfers

- A. Transfer a case when the family moves from:
  - 1. One county to another within Maryland, or
  - 2. One district office to another within a county or Baltimore City
- B. Customers are responsible for notifying the case manager of the family's intent to move to another jurisdiction prior to the actual move
- C. The clearinghouse worker:
  - 1. Sends a message to the receiving jurisdiction of the pending case transfer
  - 2. Keys in the new local department or district office on CARES
  - 3. Completes the case transfer when appropriate
- D. Prior to transferring a case, a supervisor, a lead worker, or an agency designated reviewer **MUST**:
  - 1. Complete an assessment of the case's readiness for transfer, including documentation and narration that supports the eligibility decision
  - 2. Assure that, to the extent possible, all outstanding work is done prior to the transfer
  - 3. Review each case to be transferred for:
    - a. Outstanding BEGS – process, if possible, or transfer



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- b. Outstanding alerts – process, if possible, or transfer
- c. Date the next recertification is due
- d. An **INITIATED** recertification on CARES – **TRY** to complete a recertification already initiated on CARES before transferring
  - Make sure the new address is entered into CARES

**Note:** Retain automated scheduling of recertification appointments. To achieve this, it is necessary to transfer a case regardless of where it is in the cycle.

**Note:** Alerts assigned to the IRN# (Client ID#) must be manually transferred to the new case manager. Those that are assigned to the AU# will transfer with the case

- E. Send the electronic file in CARES to the new jurisdiction within 5 working days of the CARES transfer. Change the DO and the case manager.
- F. The case manager receiving the case must review the case for:
  - 1. Any outstanding BEGS that have not been processed
  - 2. Any outstanding alerts
  - 3. Date the next recertification is due
  - 4. A recertification that has been initiated, but not completed
- G. If a customer moves and arrives at the new agency office without having notified the prior office, the new agency is responsible for taking action to provide services including:
  - Contacting the former jurisdiction to request case transfer
- H. Call the CARES Help Desk for technical assistance if needed

### **213.9 Verification**

- A. Verification requirements for an interim change are the same as for an application
- B. If a member of the customer's household is identified as an illegal or undocumented immigrant
  - 1. Advise that a prorated portion of the income of the illegal or undocumented person will be counted as income to the customer's assistance unit

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2. Direct undocumented immigrants to INS
  3. Add the individual to the grant only after proof that the person is a qualified immigrant
- C. Verify newly reported income and asset changes
- D. New individuals must have proof of a SSN or proof of application for a number.
- ◆ Do not re-verify a social security number that has been verified.
  - ◆ Review the CARES code next to the social security number field on the customer's CARES DEM 1 screen.
  - ◆ The letters FV mean the number has been verified by Social Security and no other action is necessary.
- E. Other information is verified only if questionable

### **213.10 Examples**

Example 1. Ms. Mustard reports on May 3<sup>rd</sup> that her 14-year-old sister has moved into the home. She completes the Assignment of Support Rights and meets with Child Support.

- Add the sister to the TCA grant and Food Supplement household effective June 1<sup>st</sup>.
- Assist Ms Mustard to make a change on MHC to begin her sister's MA coverage May 1<sup>st</sup>

Example 2. Ms. Plum reports on June 27<sup>th</sup> that she began working on June 18<sup>th</sup> and received her first pay on June 26<sup>th</sup>, which she verifies.

- Recalculate the grant and send adverse action on June 28<sup>th</sup>
- The effective date of the grant change is August 1<sup>st</sup>, since the adverse action period does not end until July 6<sup>th</sup> – 10 calendar days

Example 3. Ms. White reports on July 29 that she began working on June 25<sup>th</sup> and received her first pay on July 2<sup>nd</sup>, which was verified.

- Enter earnings on CARES and send adverse action on July 29<sup>th</sup>
- The effective date of the on-going grant change is September 1<sup>st</sup>
- Ms. White was supposed to report the new earnings by July 12 (10 days from the date of first pay). Calculate an overpayment for August,



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since that grant could have been changed if the new employment had been reported timely.

- **Give Ms. White the option of waiving the adverse action period to avoid the August overpayment. If she chooses to waive the adverse action period, change the grant for August.**

Example 4. Mr. Green reports on September 30 that his 15-year-old daughter, Natalie, had a baby girl on September 25 in a Maryland hospital. The newborn was added to the Medicaid files (Maryland Health Connection and MMIS). Mr. Green does not know much about the baby's father. The case manager makes an appointment for Natalie to come into the office to get information about the absent father, answer the substance abuse screening questions, and sign the **Form 1176**. Natalie is going back to school as soon as the doctor signs a medical release. Natalie completes the requirements on October 10.

- Add the baby to the assistance unit effective November for on-going benefits
- Give a full month supplement for October after Natalie completes the requirements on October 10 because that is the month after the change
- Add the baby to the food supplement case effective with the October issuance

Example 5. Ms. Hartford has been ineligible for TCA since she was convicted of a volume dealer drug felony in 2000. She served a mandatory 5-year sentence and was released in 2015. She receives TCA for her two minor children. Ms. Hartford reapplies for herself on July 3, 2016. She agrees to all the drug testing and treatment requirements and meets other technical and financial eligibility factors.

- Ms. Hartford is added to the grant effective August 2016

### **Additional information**

Application- Section 216-Voter Registration

Application -Section 207-Verification

Technical Eligibility – Section 312-Social Security Number

Technical Eligibility-Section 301- Residence

Financial Eligibility–Section 907- Ineligible Household Members